

# REPORTING, INVESTIGATING, AND RECORDKEEPING FOR MISHAPS, CLOSE CALLS, AND PREVIOUSLY UNIDENTIFIED SERIOUS WORKPLACE HAZARDS

LMS-CP-8621  
Revision: A

**Objectives:**

- to provide requirements to report, investigate and document mishaps, close calls, and previously unidentified serious workplace hazards to prevent recurrence of similar accidents
- to ensure investigations are completed and documented in accordance with NPR 8621.1

Approval \_\_\_\_\_ original signed on file \_\_\_\_\_ Date 3/28/07  
Center Director

**General Information**

The records generated by this procedure are maintained in NASA's IRIS database.

**Note 1**

- Refer to NPR 8621.1 for:
- How to respond to mishaps
  - How to classify mishaps
  - Responsibilities in establishing investigative authorities
  - Performance of investigation
  - Reporting obligations
  - Instructions on release of information to the public
  - Specifies the relationship and interaction with OSHA, NTSB, and other government agencies

**Note 2**

- The LaRC Safety Manager is responsible for any mishaps involving personnel injury or facility damage.
- The Director of SMAO is responsible for any mishaps involving non-aviation projects.
- The Aviation Safety Manager is responsible for any aircraft mishaps.

**Note 3**

Refer to NPR 8621.1. Investigation must identify proximate cause, root cause, and barrier analysis.

**Note 4**

MIB/MI endorsing official shall also approve/disapprove individual recommendations in the MIB/MI report.

**Note 5**

- The appointing official shall instruct the responsible organization(s) to develop a CAP, in accordance with the requirements of NPR 8621.1, for the recommendations identified in the MIB/MI Report approved by the MIB/MI endorsing officials.
- The responsible organization(s) shall confer with the LaRC Safety Manager on the MIB/MI approved recommendations and together determine whether the recommendations should be accepted or rejected and develop the CAP appropriately.
- Upon completion of the CAP it shall be submitted to the LaRC Center Director for review and approval.
- Upon approval of the CAP from the LaRC Center Director, the responsible organization(s) shall proceed with implementation of the CAP.



